

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Chief, Accounting and Reporting, State Controller's Office
Position #:	051-420-7917-001
Salary Range:	\$9018-\$9939
Issue Date:	July 23, 2008
Contact:	Michael Carter (916) 552-8080
Location:	Division of Accounting and Reporting 3301 C Street Sacramento, CA 95816
Final Filing Date:	(Statewide) Until Filled

Scope of the Position:

With general direction from the State Controller and the Chief Deputy State Controller, the incumbent will manage accounting, fiscal controls, and reporting for the State of California's total budget; formulate long-term and short-term goals and objectives; direct and manage all accounting, fiscal controls, and reporting for the Office of the State Controller; function as a key policy advisor for statewide accounting and reporting programs relative to State and Federal public funds; accomplish statutory and legislative mandates; superintend the apportionment of public revenues; administer cost programs; superintend the receipt of Federal funds; oversee cash management for the General Fund; and, determine the legality of movement of funds within the State Treasury. Specific duties include, but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Recommend resolution of the most complex governmental accounting issues to the State Controller, Chief Deputy State Controller the Deputy State Controllers. Assist the State Controller on matters of statutory, constitutional, and policy authority on high-level policy-making committees.
- Manage a professional staff responsible for carrying out statutory and legislative mandates in the recording and certification of all monies remitted to and disbursed by the State Treasury. Ensure managers, through their bureaus, develop, review, and adopt operational policies and procedures that are consistent with the State Controller's constitutional and statutory obligations as the State of California's Chief Fiscal Officer. Superintend the apportionment of public revenues and administer cost programs. Oversee cash management for the State of California's General Fund. Determine the legality of movement of funds within the State Treasury.
- Formulate goals and objectives. Direct and manage all accounting, fiscal controls, and reporting for the Office of the State Controller, and ensure that related assignments meet and further the constitutional and statutory financial responsibilities of the State Controller.
- Provide consultative services to the Chief Deputy State Controller, State Controller, the Legislature, Chancellor's Office, Governor's Office, and other governmental and private financial institutions regarding accounting and reporting statutes relative to the use of state and/or federal public funds.
- Provide private and governmental agencies with final decisions affecting accounting and reporting procedural requirements for the use of state and federal public funds. Function as a key policy advisor for statewide accounting and reporting programs relative to state and federal public funds.
- Assist the State Controller, Chief Deputy State Controller and Deputy Controllers in setting statewide policy for transmittal of funds to and from appropriations and special funds.

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Executive Office
ATTN: Michael Carter
300 Capitol Mall, 18th Floor
Sacramento, CA 95814